



DEPARTMENT OF THE ARMY
43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

REPLY TO
ATTENTION OF:

NETC-SER-BC

23 NOV 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 43d Signal Battalion Policy Letter #19, Commander's Policy on Military Sponsorship

1. **Purpose:** To emphasize the importance of Sponsorship.
2. **References:**
 - a. AR 600-8-8, The total Army Sponsorship Program
 - b. USAREUR Regulation 600-8-8, USAREUR Sponsorship Program
 - c. USAREUR Policy Letter 13, Sponsorship and Inprocessing
 - d. USAREUR Regulation 612-1, 9 Mar 95, Community Central In-Out Processing (IOP).
 - e. USAREUR Pamphlet 600-8-8, 11 Apr 01, How To Be A Good Sponsor.
3. **Scope:** This policy applies to all Soldiers assigned and attached to the 43D Signal Battalion.
4. **Responsibilities:** Sponsors are responsible for meeting, rendering assistance, and integrating those individuals and their families into the new organization and community. Sponsor will also assist with transportation to and from the airport, Hotel/Guest house reservations, Obtaining ration cards, and community mailbox.
5. **Policy:** All incoming Soldiers deserve to feel welcome and be provided with all the necessary information to make their transition into USAREUR a smooth one. Sponsors are going to create the initial impression that the inbound Soldiers have of this battalion, and therefore have a great responsibility. However, this is not a burden for one person, sponsorship involves the entire unit. To help you succeed as a sponsor the command is here to support you. It is our job to ensure the new Soldiers feel welcome and understand that they are key to our team. We must ensure sponsors understand their responsibilities under the Total Army Sponsorship Program. Unit Commanders will ensure that appointed sponsors are given adequate time and resources to carry out their sponsorship duties. As such, sponsors must

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make every effort possible to ease the strain of transition for their appointed inbound Soldier and/or family. Sponsors will be appointed in writing within 10 days.

6. The Sponsorship Gateway to Europe (S-GATE) is a web-based tool to manage the process of sponsorship for incoming Soldiers. Sponsors will be identified and appointed by using S-GATE, but it will not be utilized as a substitute for human interaction between a sponsor and his/her assigned inbound Soldier.

7. Military personnel may receive notification of their new assignment 30-120 days prior to arrival. All Soldiers should make contact with the incoming Soldier as soon as possible upon notification. This is the first step to ensure that a Soldier is provided the right impression. If the battalion receives an unexpected gain, our appointed "reactionary sponsors" will assist.

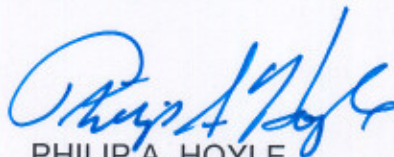
8. A Soldier that is assigned as a sponsor has many sources to gather information in order to provide the best possible assistance. ACS has a class that sponsors will be afforded the time to take and an outstanding relocation guide that the UNIT maintains for you to provide to the new Soldier. In the world of technology, the Internet is a great source of information. The following are a few websites that you should provide to the Soldier for assistance:

The 43d Signal Battalion home page <https://www.43sigbn.heidelberg.army.mil>;
The US Army Garrison Heidelberg home page <http://www.heidelberg.army.mil>;
The US Army Europe (USAREUR) home page <http://www.hqusareur.army.mil>.
The USAREUR driver's license the driver's pamphlet is located at
<https://www.aeaim.hqusareur.army.mil/library/pam/pdf/up190-34.pdf>

9. Sponsorship is an extremely important area that all Soldiers should take seriously. Everyone must take a personal role in ensuring that they provide the best support to the new Soldier. I will support all sponsors to guarantee that incoming Soldiers are properly sponsored and inprocessed.

10. The POC is the undersigned at 370-1440.

11. ***"Teamwork, Strength, Speed! Always Professional!"***



PHILIP A. HOYLE
LTC, SC
Commanding

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